

Step by Step procedure for removing expired medication from the Engine Box to the Station Box

1. Log into the Narcotic Tracking System
2. If not already open, select "Station" and then Select "Distribution"
3. On the right side of the screen click terminal box and select station
4. On the bottom left of the screen Select "Remove"
5. You should now see "Station_ Drug Boxes" containing a tab for each drug, on the left side of the screen you should see "Engine" on the right showing drugs in the engine box
6. Scan the expired vial you are removing from the engine box
7. After scanning you should see the vial move to the bottom left side of the screen in the "Items to Remove" section
8. Physically move the expired vial to the station box
9. On the bottom left of the screen Select "Add"
10. Scan a new vial from the Station box and place it in the engine box
11. You should see the vial move to the bottom right of the screen in the "Items to Add" section.
12. Physically move the new vial from the station box to the engine box
13. Scan new Seals for the engine and the station boxes
14. Place seals on the appropriate boxes
15. Enter Person 1 and Person 2
16. Press Go
17. System should message Distribution Success

For video demonstration, select the "About" tab in the blue field at the top of the screen in the Narcotics System.